

APPRENTICESHIP

Does your business have unique training needs? Ontario's apprenticeship training system provides employers with training programs that provide effective solutions to meet your situation.

Modular training programs are short-term, competency-based programs designed in consultation with industry. Their purpose is to provide hands-on training and certification to individuals working in occupations requiring skill sets in industries regulated under the Occupational Health and Safety Act or the Highway Traffic Act. People working in these occupations must either be registered as trainees or already have a Modular Trainee Transcript and/or a certificate that verifies that a person has successfully completed either part or all of a program. The Ministry of Training, Colleges and Universities issues both transcripts and certificates.

The Ministry of Training, Colleges and Universities develops training standards for and administers all of the modular training programs, and certifies the trainees. The Ministries of Labour and of Transportation are responsible for enforcing and monitoring compliance with the pertinent legislation.

The programs, which are of varying durations, provide trainees with on-the-job and off-the-job training, as required. The content of these programs follows the standards set out by the Ministry of Training, Colleges and

Universities, and encompasses the fundamentals of safe work practices and equipment operation. On successful completion of the required training module, trainees receive the transcript and/or certificate mentioned above.

Modular training programs are available for the following occupations and skill sets:

Program Name	Program Number
Mining	
Common Core Underground Hard Rock Miner	770010*
Specialty Skills Modules – Underground Hard Rock Miner	770010
Common Core First Line Production Supervisor – Underground Hard Rock Miner	770120*
Common Core for Basic Underground Soft Rock Miner	770130*
Specialty Skills Modules – Underground Soft Rock Miner	770130
Common Core for Basic Underground Diamond Drilling – Helper Level and Specialty	770150*
Runner Level – Underground Diamond Driller	770150
Surface Diamond Driller	770200
Common Core for Surface Miner ..	770210*
Specialty Skills Modules – Surface Miner	770210

Program Name	Program Number
Mining (cont.)	
Common Core for Basic Underground Hard Rock Mine Service Types	770225*
Common Core for Basic Mill Process Operations – Mineral Ore	810050*
Logging	
Cutter-Skidder Operator	750000*
Cutter	750010*
Skidder	750020*
Mechanical Harvesting Equipment Operator	850715*
Commercial Vehicle Maintenance	
Commercial Vehicle Wheel Services	850695
Commercial Vehicle Air Brake Adjustment	850705
Crane Operation (of Mobile Cranes with a Lifting Capacity of 8 Tons or Less)	
Material Handler	930010
Radial Boom Derrick Operator	930020
Mobile Crane Operator (Construction)	930030
Sign Erector	930040

* Training in these areas must be completed within one year of the date on which a trainee is hired. All other training modules should be given as required, based on the work being performed by a worker.

Establishing a Program

To establish a modular training program, an employer or his or her designate must apply to the local apprenticeship office of the Ministry of Training, Colleges and Universities to become a signing authority (SA). SAs are accountable for the quality of the training. Their responsibilities include ensuring that approved trainers are on staff, and hiring them if necessary; maintaining the training records; and determining whether a company employee who has taken a modular program has demonstrated the competence required by the ministry for accreditation.

Modular program trainers must meet the requirements for training that are specific to each program. Details about these requirements are provided to employers when they begin the process of applying for signing authority and of establishing a modular training program.

Once signing authority has been granted and a trainee is registered in a modular training program, the trainee receives a ministry training standard. This standard outlines performance objectives that must be met by the trainee before ministry accreditation is granted.



Registering in a Program

To enter a ministry-accredited modular training program, a person must be employed in an occupation requiring a skill set in an industry that is regulated under the Occupational Health and Safety Act or the Highway Traffic Act. The person must also, immediately after acquiring such employment, be registered by the employer with the local apprenticeship office of the Ministry of Training, Colleges and Universities.

Note that registration in some modular training programs requires documentation that supports the completion of prerequisites. The employer or SA is responsible for ensuring that, where necessary, a trainee has completed these prerequisites before he or she submits a Modular Training Application form on behalf of the trainee.

Obtaining Accreditation

To obtain accreditation for a worker who has successfully completed all or part of a modular training program, the SA must complete and sign a Modular Training Report. This report verifies that the worker has demonstrated competence in the regulated occupation or skill set. It must be signed by the SA and also, in some cases, by the trainer. The report is then submitted to the ministry. After receiving it, the ministry sends the trainee a Modular Trainee Transcript and/or a certificate.

Like all employers, self-employed employers must apply for signing authority. For some programs, they must also have their training reports co-signed either by approved trainers or by another SA.

An Opportunity for You

Modular training programs can help increase your employees' productivity through training that matches your unique needs. A training program can be developed that blends existing industry-driven skills training as well as custom-designed instruction that meets provincial standards of quality and safety.

Contact your local apprenticeship office and ask how you can take advantage of existing apprenticeship and modular training programs. Ask how the ministry can help you design new modular training programs to strengthen your business or industry.

Apprenticeship Offices

For more information about apprenticeship training, contact the Ministry of Training, Colleges and Universities apprenticeship office nearest you or call the Training Hotline at 1-888-JOBGROW or (416) 326-5656, or visit www.edu.gov.on.ca.

Central District

Toronto	(416) 326-5800
Pickering	(905) 837-7721
Mississauga	(905) 279-7333
Barrie	(705) 737-1431

Western District

Hamilton	(905) 521-7764
Brantford	(519) 756-5197
St. Catharines	(905) 704-2991
Owen Sound	(519) 376-5790
London	(519) 675-7788
Sarnia	(519) 542-7705
Waterloo	(519) 571-6009
Windsor	(519) 973-1441
Chatham	(519) 354-2766

Eastern District

Ottawa	(613) 731-7100
Brockville	(613) 342-5481
Cornwall	(613) 938-9702
Kingston	(613) 545-4338
Pembroke	(613) 735-3911
Peterborough	(705) 745-1918
Belleville	(613) 968-5558

Northern District

Sault Ste. Marie	(705) 945-6815
North Bay	(705) 495-8515
Sudbury	(705) 564-3030
Timmins	(705) 235-1950
Thunder Bay	(807) 345-8888
Kenora	(807) 468-2879

Ministry of Training, Colleges and Universities

This publication is available on the ministry's website at <http://www.edu.gov.on.ca>.

Cette publication est disponible en français.

© Queen's Printer for Ontario, 2002

ISBN 0-7794-3380-7

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Government
Publications

CA20N
DG
-Z031

Modular Training Programs



Ontario

01-236